Style guide for the Journal of Wellness and Health Care (2019)

1. Articles to be contributed should be original and with scientific value. The Journal does not accept submission of articles that have already been published or are scheduled to be published elsewhere, or which have already been uploaded or are scheduled to be uploaded to a web site, whether belonging to the author or any other person or organization.

2. Articles should adhere to the following length requirements.

 Review article and Original article:

  Japanese articles: 10,000 characters or less excluding Figures and Tables.

  English articles: 5,000 words or less excluding Figures and Tables.

  (For humanities and social sciences, 20,000 characters or less for Japanese articles and 10,000 words or less for English articles).

 Brief Communication:

Japanese articles: 4,000 characters or less excluding Figures and Tables.

English articles: 2,000 words or less excluding Figures and Tables.

3. English articles should be double-spaced with 3-cm margins on an A4 page. Japanese articles should be formatted using a word processor with around 700 characters (i.e., 35 characters×20 lines) per A4 page.

4. The title page should include the title, and the author name(s) and affiliation(s), in order. Please provide up to five key words in English for indexing purposes. For English articles, the first letter of the title should be capitalized, with the rest in lower case excluding proper nouns or symbols. Authors' names should be presented first name, family name in order. To describe the affiliations of the author, no mark should be given for the lead author in the list. When the affiliations of co-authors differ, the marks "1）," and "2）" should be included to the right of that author's name and ahead of the affiliation. The author should append "*" to the right of the corresponding author's name. In case the author whose contribution of research is equivalent to the lead author is included in coauthors, the author should add "**" to the right of lead author and his/her names. In both cases the corresponding author, and the equally contribution should be described in the margin.

   Contact information should be given for the lead author.

5. For Japanese articles, a title, author name(s), and author affiliation(s) should also be given in English. For English articles, a title, author name(s), and author affiliation(s) should also be given in Japanese.

6. Original Articles must include an English Abstract of about 400 words and a Japanese Abstract of

about 600 characters.

7. For Japanese articles, use Chinese characters in common use, hiragana, and contemporary kana orthography. Present proper nouns, such as names, in the original language. Use katakana for foreign words when they are used as part of Japanese words.

   English Articles should be written in clear, concise English that can be easily understood by a native English speaker.

   An editing certificate confirming that a dissertation/thesis has been proofread and checked for English quality should be attached.

8. Use SI units for weights and measures.

9. Refer to the following for the expression of each section.

   First paragraph – One line space required before the first paragraph. Indent one space before the first paragraph line.

   The following paragraphs should be presented in the order: Introduction, Methods, Results, Discussion, Reference, and others

   Paragraphs following the first paragraph – Start with "1. " or "2." on the next line with no line space and indent one space on the line. The following paragraph starts with 1) or 2) and indent one space on the line.

10. Numbers of figures and tables should be indicated separately.

11. For Japanese articles, figure and table captions should be presented in either Japanese or English with consistency.

12. Photograph, figure or table can be posted one per A4 size page. Figures and tables must be numbered in order. Figure legends and table titles should be listed at the end of the article, and their locations in the article should be indicated in the margin of the text in red ink.

13. Photographs should be black-and-white. Color figures will incur publication charges to be paid by the author.

14. Acknowledgements should be presented at the end of the article.

15. References in both Japanese and English should be numbered sequentially in the order and listed at the end of the article. References in English should be cited in the text using superscript arabic numerals with closing parenthesis.

    For example, "Smith et al.[1] reported…," "…as reported previously[1,3,6]," or "…as reported previously [1-5]."

16. The references list at the end of the article should be formatted as follows.

    Up to three authors should be listed. For articles with four or more authors, list the first three followed by "…, et al."

    For articles in English, please check that characters like":", "," and "(blank)" are typed in half-width (one byte) characters.

【Articles published in e journals】

Author (issue year): Title of the article, name of journal published, number, or volume (issue), quotation start page - end page

※ Japanese journal title follows abbreviated name of Japan Medical Abstracts Society, international journal title follows the title abbreviation of Index Medicus (American National Library of Medicine) (NLM Title Abbreviation), if it is not included in both databases, list the full title of the journal.

【Book】

· Author (issue year): title (version number), quotation start page - end page, publisher name, place of publication

· Author (issue year): Title of thesis, author's name, title (version number), quotation start page - end page, publisher name, place of publication

【Translated documents】

· Original author name (publication year of original document) / translator name (publication year of the translation): title of the translation (version number), quotation start page - end page, publisher name, place of publication

【On-line information】

· Author name · institution name: title. [Online, Internet] Homepage title,   searched date.

【Online version, without DOI】

· Author (issue year): article title, Listed Journal Title, Volume (Issue), quotation start page - end page , URL

【Online version, with DOI】

· Author (issue year): article title, Listed Journal Title, Volume (Issue), quotation start page - end page, doi: DOI Number

17. The number of words for articles in English or the number of characters for articles in Japanese, along with the number of figures should be indicated on the cover page.

18. Articles that do not conform to the format described in the author guide will not be considered for publication.